

TRANSFER PLANNING WORKSHEET

☐ **Identify Your Career Interests:** What academic major of study will meet your career goals? Visit [Career Services](#) for resources and assistance.

☐ **Explore Colleges You Can Transfer to:** Choose colleges that best suit YOU. Consider: public vs. private, location, size, majors offered, cost, setting (urban, suburban, rural), sports programs, religious affiliation, etc. Some useful sites to research colleges include: [collegenavigator](#), [collegefish.org](#), [collegeview.com](#), and [collegeboard.org](#).

☐ **Research College Websites:** Look for GPA requirements, curriculum outlines, application deadlines, contact people, housing information, scholarships, clubs, and other opportunities for student involvement.

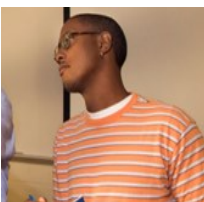
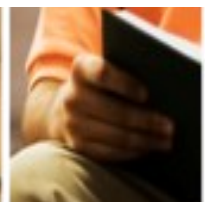
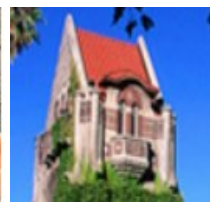
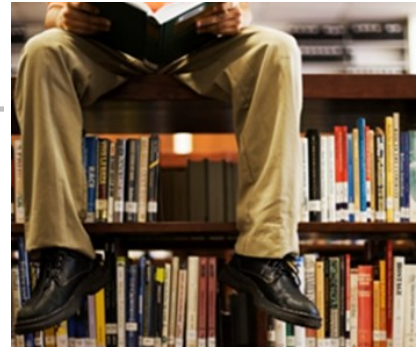
☐ **Sign Up for an “Advisor-In-Residence” Visit at MCC:** Meet one-on-one with an admissions advisor from many area four-year colleges and universities. Students are required to schedule an appointment ahead of time. This service is offered on the Brighton and the Downtown campuses.

☐ **Visit Campuses:** Open houses and campus visit dates are found on the four-year college admissions web page. You can go to a group session or set up an individual tour/meeting at most schools. Many institutions also offer transfer specific events. For SUNY institutions: visit www.suny.edu/student and select “Campuses.”

☐ **Schedule an Interview for Your Visit:** Once you have narrowed down your list of colleges to apply to, plan to meet with an admissions counselor and schedule a department visit. During this time you may also inquire about potential scholarships, housing, financial aid, and other important concerns.

☐ **Register with Transfer in Mind:** What classes should you take?

- Concentrate on the **pre-requisite courses required** to be admitted into your chosen major at the four-year college.
- Complete **general education requirements required by the four-year college**. Many four-year schools have general education or core requirements (for example, history, humanities, foreign language) that they want students to take in their first two years of study. It is strongly advised to complete these courses while you are at MCC. Talk to an MCC or 4-year college transfer advisor to find out more.
- Visit the MCC [Transfer Services](#) website for course equivalencies for several popular transfer colleges as well as additional transfer information .



The Application Process

Fill Out Applications:

SUNY Colleges:

It is advised to use the **SUNY application**. It is short, easy, and the application fee can be waived for up to seven schools if you are graduating with an AS or AA degree. Check to see if supplemental applications are required (for example, SUNY Albany requires one).

- The SUNY application is available at www.suny.edu/student.

Private and Out-of-State Colleges: Decide whether you want to use the college's individual application on their website or the **Common Application** if you are applying to several schools.

- The Common Application is available at www.commonapp.org.
- College specific applications are found on the college's Admissions webpage.

Check application requirements and deadlines:

- Some academic programs (for example, nursing, education, social work) may require an additional application.
 - Check deadlines for admission, on-campus housing and financial aid.
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Request Official Transcripts:

MCC Transcripts:

- Online: Go to your MyMCC Account, Students, My Account. Under Registration and Records, click on *Request Official Transcript*. Or go to the MCC Homepage, A-Z INDEX, and select Transcripts
- In person: Transcript request forms may be obtained at the Registration & Records Office (Building 6, Room 203 at Brighton).

Additional Transcripts:

Request that your official transcripts from **all** colleges attended, high school, and any AP/IB / CLEP scores be forwarded to the transfer college. **YOU** must request these. Keep track of when the request was made and the mailing address you indicated on your request.

Apply for Financial Aid: (www.fafsa.ed.gov)

Don't wait to be accepted to the college. Apply for financial aid **early!** Include all colleges you are considering on your FAFSA. Colleges can be also be added to your FAFSA at a later date. Some private institutions will require additional forms such as the **CSS Profile** (College Scholarship Service) which is found on the College Board website. Make sure to check!

Notes: Call or go online to check the status of your application if you have not heard from a college 4 - 6 weeks after submission.

Keep in contact with the Admissions staff at the colleges you are applying to throughout the process. Ensure your telephone number, email address, and mailing address are

For questions and assistance, visit Transfer Services in Advisement and Transfer Services (Building 1, Room 231).

***Note:** While every effort is made to ensure that the information in this guide is accurate, students are advised to contact transfer institutions for specific requirements and the most up-to-date information.*

Updated October 2017

Transfer Tips . . .

As an AA or AS graduate of MCC you can apply to State University of New York (SUNY) Bachelor Degree Programs using the SUNY online application and have the application fee waived for up to seven schools.

Only your credits will transfer; not your GPA.

Most colleges have a maximum amount of credits they accept from a two-year college. This varies by institution.

AP/IB/CLEP credit will need to be evaluated by the transfer institution. There is no guarantee you will be awarded credit even if you were awarded college credit by MCC.

Keep a copy of descriptions/syllabi for each course, especially if you transfer out of state. This will help with credit evaluations and if any class names, descriptions, or numbers changed since you attended MCC.

Some schools won't provide a transfer credit evaluation until a student has been accepted or made a deposit.

Often a grade of 'C' or higher is required to earn transfer credit. However some schools will accept all passing courses if you have earned your associates degree.